

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT NO. 3 FOR 2011



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** October 2010 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Council Meeting	12	13	14 Planning & Zoning Commission	15	16
17	18	19	20	21	22	23
24/31	25 Council Meeting	26	27	28	29	30

GENERAL GOVERNMENT

Attended WRCC Meeting which focused on the new NPDES requirements and regulations which will become effective with the issuance of the new permit

Attended the MML Chapter Dinner in Taneytown

Met with the new President of McDaniel College, Dr. Roger Casey, to discuss his goals for the college and to explore possible avenues of cooperation

Met with WFD representatives to discuss funding for the SAFER program

Met with representatives of Carroll County to discuss road projects required for the airport expansion

Received briefing from the County Planning Department on the Water/Sewer Plan Update

Attended the dedication of the Wild Imaginings Sculpture at the Westminster Branch of the Carroll County Public Library

Hosted dinner for Dr. Roger Casey and the Mayor and Common Council prior to Dr. Casey addressing the Council at the regular Council Meeting

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	2	4
Press Releases	7	24
Videos	0	0
Council Meetings	2	4

FINANCE & ADMINISTRATIVE SERVICES

1. Finance

- a. McGladrey & Pullen completed their second session on site performing field work. All files have been provided, and questions are being answered in support of the trial balance.
- b. Rager, Lehman and Houck will be developing the City's Financial Statements as part of the readiness exercise the week of the 15th.

2. Technology Services

- a. The D/R servers are currently being readied for installation and implementation of the facility later in September subsequent to the implementation of new software to support file transfers.
- b. Analysis and alternatives development work has begun on the new Voice Over Internet Protocol (VOIP) system as a pilot is scheduled for the latter part of the year utilizing Office Communications Server in a virtual environment to enable the replacement of the outdated and unsupported

voicemail system. Altigen is providing the external interface for the pilot, and Nortec is providing engineering support.

3. Housing Services

- a. The PHA has increased the number of voucher holders by 10 in an effort to increase administrative fees received from HUD.
- b. A Housing Specialist has been released and a replacement is scheduled for September 22nd.

HUMAN RESOURCES

1. Benefits

- a) The Wellness Program sponsored “Lunch and Learn” on the topic of Nutrition with 11 employees attending. The training was provided by Business Health Services, the City’s EAP provider.
- b) Scheduled the flu shot clinic for employees to be held during the annual Employee EXPO on November 4th.

2. Recruitment

a) Advertisements:

	<u>Internal Advertisements</u>	<u>External Advertisements</u>	<u>Internal Applications Processed</u>	<u>External Applications Processed</u>
Full-time	1	1	0	209
Part-time	0	0	0	0
Temporary	0	0	0	0
Seasonal	0	0	0	0

b) Hired:

<u>Full-time</u>	<u>Part-time</u>	<u>Temporary</u>	<u>Seasonal</u>
2	0	0	0

- c) Reviewed Administrative Coordinator applications. Completed preliminary interviews.

3. Risk Management

- a) Five (5) insurance claims filed.
- b) Scheduled ½ day Employment Law Training For Supervisors for 52 City supervisors to be held on 3 dates in October. Training will be presented by Suzanne Dyer-Gear of Powell and Dyer-Gear Consulting. A grant was received from the Local Government Insurance Trust (LGIT) for this training.
- c) The Manager of Human Resources attended a 4-day Public Risk Management Association (PRIMA) Institute’s program - Foundations of Risk Management. A training grant from the Local Government Insurance Trust (LGIT) has been applied for this training.
- d) Schedule training for six Public Works employees who have not previously attended the National Safety Council Defensive Driving 1-day training program sponsored by the Local Government Insurance Trust.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 21 inquiries from the public; including residents, real estate appraisers and developers.
2. Planned and attended the Westminster Tree Commission Meeting held on September 1, 2010; agenda was to coordinate the 2010 Community Forestry Workshop.
3. Completed research on the Neighborhood Preservation Zone based on support from the 2009 Comprehensive Plan.
4. Planned and attended the Westminster Historic District Commission Meeting held on September 2, 2010; agenda was to coordinate the 2010 Holiday Historic House Tour.
5. Planned and attended the Westminster Planning and Zoning Commission Meeting held on September 9, 2010; agenda was to discuss the Westminster Sustainability Standards.
6. Provided feedback on the Triennial Update of the Master Water & Sewer Plan for Carroll County; attended review meeting with County Planning Staff on September 16, 2010.
7. Worked with Spider Web to design 2010 Community Forestry Workshop Shirts; incorporated the Sponsorships featured on the Shirts as a new feature to the Workshop.
8. Attended the “Implementing Environmental Site Design (ESD)” Workshop at McDaniel College on September 23, 2010; learned how to incorporate ESD into the Westminster Sustainability Standards.
9. Created the 2010 Holiday Historic House Tour promotional rack card; 3,000 were distributed during Fall Fest through Downtown Merchants and the City Info Bags.
10. Received an invitation to serve on the National Center for Smart Growth Build-Out Advisory Panel for the State of Maryland; attend the first meeting at the Maryland Department of Transportation on September 29, 2010.

Geographic Information System (GIS)

1. Completed the official Westminster “Downtown Business Directory Map,” a user-friendly map that provides visitors location information for retail, dining and service businesses; the map was posted in Downtown kiosks and online in time for Fall Fest.
2. Worked with the Police Department Staff to create a City of Westminster Address Database to reduce the time required to differentiate between calls for service inside and outside the corporate limits.
3. Updated the official Westminster Land Use Map, displayed in the Department of Planning, Zoning and Development, for public and staff use.
4. Partnered with the Director of Planning to confirm new water and sewer lines as part of updating the Water Service Map and the Sewer Service Map for the Master Water & Sewer Plan for Carroll County.
5. Created the 2010 Holiday Historic House Tour Map for the Historic District Commission Webpage and Official Tour Booklet.
6. Developed the 2010 Community Forestry Workshop Registration Database; coordinated the registration, payment and parking passes for 116 participants from across the State as well as 30 guests, staff members and speakers for a total of 146 attendees.

Development Review

1. Received a letter of credit in the amount of \$52,690.00 from Mike Drayer, owner of Tri-County Roofing, for Lot 21C in the West Branch Trade Center. Mr. Drayer purchased the property from the widow of the former owner of Expert Tree and Stump Removal, Mike Hart. Mr. Drayer intends to construct a building and locate his business in Westminster.
2. Completed the bond release for Walnut Ridge, Section 7. The ten percent maintenance bond remains in effect.
3. Continued plan review for the following projects: Giant Food Fueling Station (use previously approved by BZA); Stonegate (Naganna Property), Section 1, Phases I, II and III – 64 lots; and Roop’s Mill project – 84 lots.
4. There is an ongoing review with the Westminster Shopping Center in regards to the proposed Susquehanna Bank, proposed to be located at the corner of MD Route 140 and Englar Road. There is an issue with SHA regarding the future widening of MD Route 140. There is an approved Project Planning Study, which

restricts building in the future right of way. Other issues concerning access, parking and the drive-thru are also under review. It appears the review process will continue.

5. Recorded two liens in the land records for property maintenance issues.
6. Prepared public works agreement for Chipotle/Vitamin Shoppe project and had agreement signed by owner's representative.
7. Provided miscellaneous review and information for the owners of 218 Kriders Church Road for water and sewer and Jacob's Ridge subdivision, where City had no comments.
8. Giant Food paid \$1,700 in application and review fees to the City for their fueling station project.
9. The following application and review fees were collected in September 2010:

	Review Fees Collected
Monthly Total	\$1,700.00
YTD Total	\$9,100.00

Economic Development

1. Prepared Midnight Madness advertisements for publication in the Westminster and Eldersburg/Sykesville Advocates throughout the month, updating activities and specials as they came in. Also, updated the entertainment listings in the office window and the downtown kiosks.
2. Attended Midnight Madness on September 24th as well as photographed portions of it for future marketing purposes. The event was well-attended, with the weather being cooperative but a tad bit warm. Most of the merchants were pleased by the sales and traffic in their businesses while a few noted that their sales were off from past years. Of note was the fact that a number of folks returned downtown the following week and mentioned to the business owners that they were in their individual shops during Midnight Madness and decided to come back. The entertainment was well-received, along with the Custom Car Display and the OTHER Westminster Dog Show.
3. Attended and photographed FallFest on September 23rd and 25th for future marketing purposes.

4. Attended the 30th anniversary celebration and the unveiling of the “Wild Imaginings” sculpture at the Westminster Branch of the Carroll County Public Library on September 17th.
5. Attended the Grand Opening of Birdie’s Café on September 17th.
6. Continued to work with Room for Friends, a face-to-face social networking business, at 11 Liberty Street that is currently performing interior renovations and expects to open in mid-October.
7. Received notice that the Historical Society of Carroll County’s façade project applications for 206 East Main Street and 210 East Main Street were reviewed and approved by the Maryland Historical Trust’s Easement Committee. Forwarded that information to the MD Department of Housing and Community Development to continue the project approvals.
8. Attended a Heritage Area Mini-Grant Workshop on September 22nd at the Carroll County Administration Building.
9. Provided Downtown Westminster photographs for inclusion in a slide presentation inside the Newcomer House at the Antietam National Battlefield in Washington County. As of September 14th, the Newcomer House serves as the visitor and exhibit center for the Heart of the Civil War Heritage Area, of which Westminster is a part.
10. Continued to prepare and send Downtown Westminster Farmers Market ads to the Westminster Advocate for publication. Directed 3 parties interested in participating in the Farmers Market to Jackie Coldsmith, the market manager, and the market committee for consideration. Visited the Mount Airy Farmers Market on September 15th to see what vendors might complement the current Downtown Westminster Farmers Market vendors.
11. Installed new Downtown Westminster maps in the Locust Lane and Longwell Garage kiosks. The new maps were prepared by the City’s GIS intern. They include restaurant and retail business locations, along with parking locations and Westminster government facilities.
12. Designed and had printed “Save the Date” postcards for the 2010 Miracle on Main Street Holiday Event that will be held on November 27th. Distributed the postcards at the FallFest Parade on September 23rd. Utilized the Carroll County Tourism Office’s delivery system to distribute the postcards to the local hotels, B&Bs, TownMall of Westminster, county library branches and selective Maryland Welcome Centers. Began preparations to deliver postcards to New Windsor State Bank’s mailing house for insertion in their bank statements. Started inputting the event on the electronic calendars of local media branches.

13. Distributed & placed online the September/October issue of the Downtown Westminster Main Street News.
14. Made business recruitment visits to Reisterstown, Glyndon, Mount Airy, Fells Point, Hampden and The Shops at Quarry Lake during September.
15. Attended the 1st ever Baltimore, Delaware and Maryland Joint Main Street Conference on September 27th & 28th.
16. Attended the annual Heart of the Civil War Heritage Area Planning Retreat on September 30th in Middletown, MD.
17. Distributed Holiday House Tour Rack Cards in downtown locations to support the Historic District Commission.

Community Development

1. The following sign permits were processed in September 2010:

	# of Sign Permits	Sign Permit Fees
Monthly Totals	6	\$500.00
YTD Totals	18	\$1,450.00

2. Processed two residential façade improvement grants. The total value of the projects is \$26,565. The Community Legacy matching grants is \$9,735. The locations are 1 and 9 Park Avenue, both in the Belle Grove Square Neighborhood.
3. Counseled one first-time homebuyer (anticipated for Union Crossing).
4. Assisted with the first Open House at Union Crossing.

Zoning

1. Planning staff worked during the month on the next phase of implementation of the 2009 Comprehensive Plan. Zoning text amendments to implement the “Arts and Culture Overlay Zone” and the “Neighborhood Preservation Overlay Zone” were introduced for consideration. Two sectional zoning map amendments were also prepared and introduced for consideration. One map amendment would zone the Belle Grove Square Neighborhood and the Willis Street Neighborhood in the Neighborhood Preservation Overlay Zone. The other map amendment

would zone the Tri-Street Area Neighborhood in the Arts and Culture Overlay Zone. These various text and map amendments will be subject to public hearings at the Commission's October 14, 2010 meeting. The Mayor and Common Council's scheduled public hearings on those text and map amendments are November 8, 2010.

2. Work continues to have an updated Chapter 119 in ordinance form (Ordinance No. 820) and introduced before the Mayor and Common Council. The final drafting of the ordinance is being completed by the City Attorney and should be ready for introduction on October 11, 2010.

3. The following construction inspection fees were paid in September 2010:

	General	Water	Sewer
Monthly Totals	\$193.50	\$83.25	\$83.25
YTD Totals	\$193.50	\$83.25	\$83.25

4. The following building permits were approved in September 2010:

	# of Building Permits
Monthly Total	18
YTD Total	73

5. The Planning and Zoning Commission met on September 9, 2010. On August 12, 2010, the Commission conducted a public hearing on the "City of Westminster Comprehensive Rezoning of 2010" comprehensive zoning map amendment to implement the land use recommendations contained in the 2009 Comprehensive Plan. After the hearing, the Commission decided to keep the record open until Friday, August 20, 2010 and make a final recommendation at the September 9, 2010 meeting. The Commission made a favorable recommendation on the proposed amendment at that time. The Mayor and Common Council's advertised public hearing on that amendment is scheduled for Monday, October 11, 2010. The Commission also discussed green building standards for consideration in future water allocations. It is expected the Commission will have a busy schedule at its October 14, 2010 meeting when it reviews zoning text and map amendments for the Arts and Culture Overlay Zone and the Neighborhood Preservation Overlay Zone.
6. The following fees related to new and expanded development were paid in September 2010.

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$32,544.00	\$34,080.00	\$23,964.00
YTD Totals	\$100,140.40	\$104,441.60	\$63,363.30

7. Sent seven zoning letters in September 2010.
8. Conducted a training and organization session for the Board of Zoning Appeals on Tuesday, September 21, 2010. The session provided new members with background information on their new duties. A portion of the meeting was also devoted to an organizational meeting, with the goal of electing a chair and vice chair and setting a regular meeting date. Ed Cramer was elected Chair and Dan Hoff was elected Vice Chair. The Board of Zoning Appeals kept its regular meeting night on the second Tuesday of the month, as needed. An education session meeting the requirements of State law will be conducted for Board of Zoning Appeals members, Planning and Zoning Commission members, as well as any other staff as well as City elected officials who wish to attend.

Code Enforcement

1. A total of 69 separate code issues were handled during September 2010:

Complaint Type	# of Incidents	Compliance	Court Case	Fines	% of Total
Grass/Weeds	20	19	0	4	28%
Untagged Vehicles	16	13	0	3	24%
Trash/Rubbish	5	5	0	3	8%
Property Maintenance	2	2	0	0	3%
Solid Waste	3	3	0	0	4%
Rental Registration	2	2	0	0	3%
Private Inspections	3	2	0	0	4%
Sidewalks	2	0	0	0	3%
Trees/Hedges	0	0	0	0	0%
Condemnations	4	4	0	0	6%
Water Shut-Offs	12	12	0	0	17%
Snow Removal	0	0	0	0	0%
Water Violations	0	0	0	0	0%
All Others	0	0	0	0	0%
Monthly Totals	69	60	0	10	100%
Yearly Totals	177	132	6	11	100%

2. The following HQS inspections for the Section 8 Program were completed during September 2010:

Type of Inspection	# of Inspections	# in Compliance	Overall %
Annuals	11	9	82%
Re-Inspections	7	4	57%
New Units	4	4	100%
Landlord Request	0	0	0%
Tenant Request	1	0	0%
Special Request	1	0	0%
HQS Supervisory	2	1	50%
Monthly Totals	26	18	69%
YTD Totals	100	74	74%

3. The City's Code Inspector met with officials of Bayview Management in regard to insect infestation issues at their rental units on Sullivan Road. City took surety of approximately \$5,900 to cover the costs of extermination in all 83 units. Approximately 50% of the units were treated as of the end of September 2010. As a follow-up, 10 random inspections were conducted, with 7 occupied units determined to have moderate to severe infestation continuing and three vacant units with no issues.
4. The City's Code Inspector conducted two court ordered inspections and twice appeared in District Court to testify on behalf of two families who reside at Bayview Management units. A show cause hearing is scheduled for October 25, 2010.
5. The City's Code Inspector completed a private inspection for a resident of the Greens Apartments in regard to handicapped door access. As a result of the City's intervention, the door was fixed.
6. The City's Code Inspector attended a meeting at the Westminster Police Department to share information on current HUD issues and violations. This will likely be a monthly meeting going forward.
7. The City's Code Inspector met with Jim Evans, who represents a housing program in Baltimore City.

8. The following fines for code violations were paid in September 2010:

	Fines Paid
Monthly Total	\$225.00
YTD Total	\$1,025.00

9. The City's Code Inspector participated in two Planning staff meetings.

10. The City's Code Inspector and City Arborist met with Bob Ham to discuss tree trimming issues at his rental property on Liberty Street.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike Patrol Hours
Sept 2010	1,139	58	12	9	222	293
2010 YTD	9,115	572	162	88	2,654	2,277
2009 TYD	8,826	481	134	71	3,178	1,581

Significant Cases in September:

- **Storehouse Burglary (Reported September 1, 2010):** On September 1st at approximately 12:30 a.m. an officer patrolling the area of the apartment complex on Shaeffer Avenue noted a white male inside an apartment. The officer was aware that the residents of that apartment had been evicted the prior week. As the officer waited for backup the male exited the apartment and was detained. Subsequent investigation revealed that the suspect, a homeless person, had taken up residence inside the vacant apartment without the permission of the owner. He was ultimately arrested and charged with 4th degree burglary.
- **Residential Burglary (Reported September 9, 2010):** The victim in this case reported that during the overnight hours of September 9th her residence in the 300 Block of Mountain Laurel Court was unlawfully entered and her purse and contents stolen. There was no evidence of forced entry to the residence. The victim believed that a relative, who is addicted to drugs, had committed the crime. This relative had been at the residence the previous evening and was aware of the location of her purse within the residence. Subsequent to the police report, the victim confronted her relative who admitted that she had come back to the

residence during the overnight hours and stolen the purse. The suspect has subsequently been charged with burglary and related offenses.

- **Residential Burglary (Reported September 11, 2010):** On September 11th at approximately 12:30 p.m. officers were dispatched to a residence in the 400 block of East Green Street for a reported burglary in progress. A neighbor of the residence in question called the police to report that they were observing two suspicious subjects in the side yard of the victim residence. One of these suspects had reportedly placed a milk crate below a window of the residence, opened the window and was attempting to climb in. Officers responded and detained two subjects walking in the immediate area that matched the suspect descriptions. Both appeared to be heavily intoxicated. It was later determined that the female suspect was known to the owner of the property – although she had no permission to enter the residence on September 11th. Due to suspect's heavy state of intoxication, she was taken to Carroll Hospital Center for treatment. She has subsequently been charged with 4th degree burglary
- **Residential Burglary (Reported September 15, 2010):** The victim in this case reported that her residence in the 800 block of Ewing Drive had been unlawfully entered during the daylight hours of September 15th and various electronic items valued at more than \$300 were stolen. There were no signs of forced entry to the residence. The victim has provided investigators with potential suspect information and this case remains under active investigation.
- **Residential Burglary (Reported September 21, 2010):** On September 21st approximately 4:40 a.m. officers were dispatched to a residence in the 400 block of Spalding Court for a reported burglary in progress. Upon arrival they spoke to the victim who indicated that she had been awakened when her dog began barking at approximately 4:40 a.m. Fearing that someone may be in the house, she called the police. Investigation revealed that someone had apparently entered the residence through an unlocked bathroom window. The suspect(s) apparently fled the residence via the rear sliding glass door when the dog began to bark. Nothing was stolen during the burglary and nothing inside the residence had been disturbed. There is no suspect information in this case at this time.
- **Residential Burglary (Reported September 21, 2010):** On September 21st at approximately 11:30 p.m. officers were dispatched to an apartment building in the unit block of Pennsylvania Avenue for the report of a subject knocking on doors. Upon arrival they learned that a heavily intoxicated subject had been wandering throughout the building knocking on doors. The subject was detained on the

second floor while the responding officers conducted their investigation. It was subsequently learned that the suspect had entered an apartment uninvited and without the consent of the owner, apparently to convince the owner to allow him to use his phone. The subject was subsequently arrested and charged with trespassing, disorderly conduct and 4th degree burglary.

Significant Activities in September:

1. On September 2nd the Police Department hosted a *media briefing for our new T-3 personal transport vehicle*. The briefing, which featured Lieutenant Douglas Johnston providing a demonstration of the capabilities of the vehicle, was attended by several local media outlets. The vehicle has since been utilized for patrols of the downtown business district and during a number of special events occurring in the downtown area, to include Fall Fest. The T-3 enhances officer mobility, visibility and our ability to interact effectively with our community. The T-3 was purchased for \$9,000 utilizing contributions from the Westminster Kiwanis Club and drug forfeiture monies.
2. On the weekend of September 25th and 26th Chief Spaulding participated in the first annual *“Cops on Rooftops”* event at the Westminster Dunkin Donuts. Chief Spaulding and Lieutenant Andy Winner, Commander of the Westminster Barrack of the Maryland State Police, camped out on the rooftop of Dunkin Donuts for more than 30 hours to raise money to support Special Olympics programs across Maryland. This was one of five events held across the State on that weekend. Collectively, Maryland law enforcement raised more than \$30,000 for Special Olympics as a result of this event.
3. On September 26th *Lieutenant Christopher Ilyes* began his training at the 243rd session of the *FBI National Academy* in Quantico, Virginia. The National Academy is an intensive 10-week residential management and leadership training program hosted by the FBI. The goal of this program is to prepare middle-managers to assume future leadership positions in their home law enforcement agencies. Lieutenant Ilyes will return to the Police Department on December 10th following the completion of his training. He is only the second “home grown” member of the Westminster Police Department to attend this prestigious training program. Chief Spaulding, Major Stevens and Captain Yeager are also National Academy graduates.
4. The Police Department has recently learned that they have been selected as the recipient of **2010 Lethality Assessment Program Award** which is presented annually by the Maryland Network Against Domestic Violence. Lethality

assessment is a tool used by police officers to determine the potential for future acts of serious violence or death in a relationship. Officers handling domestic violence incidents are required to screen victims utilizing the lethality assessment tool – a survey of 11 validated questions. Based upon their answers to the survey questions, victims identified as being in “high risk” of future violence are immediately placed in phone contact with a domestic violence counselor who provides them with information relating to safety planning and the resources available to the victims of domestic violence. The Westminster Police Department was selected for the award because they had the highest rate of successful screens and the highest percentage of victims participating in follow-up services with local domestic violence service providers. **This is the second consecutive year that the Westminster Police Department has received this prestigious award.**

PUBLIC WORKS

CRANBERRY WATER PLANT

CRANBERRY BRANCH	20.59062	MG
HULL CREEK	11.3213	MG
RAW RESERVOIR	16.421	MG
OTHER	6.096379	MG
TOTAL TREATED	54.4293	MG

WELL 3	2.49091	MG
WELL 4	0	MG
WELL 5	5.36465	MG
WELL 6	2.5496	MG
WELL 7	2.74626	MG
WELL 8	2.1993	MG
WELL 9 & 10	3.26007	MG
WELL 11	3.340998	MG

TOTAL DELIVERED TO SYSTEM	76.127746	MG
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WELL 5 BACKWASH	0.00083	MG
WELL 7 BACKWASH	0.56521	MG
DAILY AVERAGE	2.53759	MG
PLANT USE		MG
FILTER BACKWASH	0.1949	MG

HOURS OPERATED	720hrs.
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WAKEFIELD WELL SYSTEM

WELL 1	2.8396	MG
WELL 2	2.32466	MG
TOTAL DELIVERED TO SYSTEM	5.16426	MG
FILTER BACKWASH	0.00053	MG
DAILY AVERAGE	0.17214	MG

SLUDGE PUMPED TO WWTP 465,400 GALLONS
 REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT.
 COLLECTED SAMPLES FROM THE SYSTEM AND THE WELLS
 COMPLETED THE MONTHLY OPERATION REPORTS
 HANDED OUT SAFETY INFORMATION FOR THE MONTH.
 CLEANED SEDIMENTATION BASINS TO THE NEW PLANT.
 REPLACED THE WELL PUMP AT WELL 4
 COLLECTED DAILY WEIR READINGS
 EMERGENCY PUMP IN USE TO SUPPLEMENT
 OPERATING KOONTZ WELL AUGMENTATION AS PER PERMIT
 BRET GROSSNICKLE ATTENDED A GROUND WATER SYMPOSIUM.

WASTEWATER TREATMENT PLANT

Total Flow 130.956 MG

Ave. Daily Flow 4.365 MGD

Sludge (Integrated Agronomics) 423.5975 wet tons

Septage Sludge 94.99 wet tons

Operations:

Constructed work platform around Westech screen at Septage Facility

Dismantled 48'' odor control air duct and had vibration analysis done and repaired blower.

Two power curtailments

Cleaned disinfection tanks

Safety training

Recycles to Landfill

Routine Maintenance

UTILITY MAINTENANCE

WATER LEAKS:

- 924 Litchfield Cir (Private)
- 331 Innisbrook Ln (Private)
- 543 Congressional Dr (Private)
- 327 Buck Cash Rd (Private)
- 602 Johahn Dr (Private)
- 360 Buck Cash Rd (Private)
- 680 Geneva Dr (Private)
- 320 Logan Dr (Private)
- 301 Cranberry Rd (Main)
- Doral Ct (Service)
- 730 Hess Ct (Private)
- 707 Medinah Cir (Private)
- 48 S Bishop St (Service)

SEWER BLOCKAGES:

- 15 Lippy Ave (Service)
- 800 William Ave (Private)
- 98 Washington Ln (Service)
- 508 Overlook Terr (Private)
- 98 W Main St (Main)
- 716 David Ave (Service)
- 133 E Mains St (Service)
- 730 Washington RD (Private)
- 15 E Main St (Private)
- 518 Marshall Dr (Private)

MISCELLANEOUS:

- Meter Replacement
- Miss Utility Markings
- Meter Reading
- 41 High Water Bill Service Calls

REGULAR MAINTENANCE:

- Flushing and Cleaning (Sewer Mains)
- Fire Hydrants
- Sewer Pumping Stations
- Booster Stations and Storage Stations

STREET DEPARTMENT

Grounds Maintenance section performed the following:

Assisted with routine mowing of City parks and properties

Assisted with the cleaning of City parking lots
Assisted with trimming bushes and trees around the Police dept.
Assisted with trimming bushes, shrubs and trees at City Hall
Assisted with weeding and mulching of flower beds and planters at Locust Mall
Assisted with checking a tree complaint at 724 Johahn Dr
Assisted with pruning trees and trimming shrubs at the City playground
Assisted with mulching the tree pits in the front of the Library
Assisted with planting yellow mums at Pennsylvania Ave and West Main St

Building Maintenance section performed the following:

Assisted with set up and take down of the Historial Society Banner
Assisted with set up and take down of the Fall Fest Banner
Assisted with the set up and the take down of Fall Fest
Assisted with putting out barricades and no parking signs for the Fall Fest parade
Assisted with the block party on Charles St

Streets and Alleys section

Street Baskets---2.84T
Bulk trash---40.29T
Brush---15T
Yard Waste---34.17T
Paper Recycling---.52T
Street Sweepings---3.7T
Tires---.71T
Metal---2.75T

Assisted with putting out roll off dumpster for larger piles of bulk trash
Assisted with set up and the take down of Fall Fest
Assisted with black toping Old New Windsor Rd
Assisted with mulching the parade route

Street Maintenance section

Assisted with black toping Old New Windsor Rd
Assisted with helping in the streets and alleys
Assisted with patching potholes
Assisted with setting up for Fall Fest
Assisted with mulching the parade route

ENGINEERING

Wakefield Valley Community Trail Extension- Buhart-Horn is working on completing design.

Nitrate Removal System for well #8-The Engineer works on design on the access road and the radon/ nitrate removal facility

WWTP ENR Project – Stearns & Wheler complete preliminary design report for the project (Alternative #3). City , Engineer, and the MDE developed preliminary design approach for the project and agreed on eligibility of different parts of the project to receive grant funds from the ENR fund. Stearns & Wheler and the City work on finalizing proposal for engineering services.

Water Meter Replacement Project- Project is underway.

I&I Study between MHs 18-37-73 and 18-3-73 -Draft report has been submitted.

Storm drain and road improvements on E. Green Street and Fitzhugh Avenue - City signed contract with Thomas, Bennett, Hunter, Inc to construct the project. Contractor expects to start construction on second week of November, 2010.

Replacement of Lighting Fixtures in City owned buildings - Developing construction documents. The project is under review by the Maryland Historic trust.

Gesell Well- City signed the contract with ARRO to design the facility.

Respectfully submitted,

Marge Wolf
City Administrator